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ABSTRACT

This competency-based preservice home economics teacher education module on occupational opportunities related to housing and interiors in a set of two modules on consumer education related to housing. (This set is part of a larger series of sixty-seven modules on the Management Approach to Teaching Consumer and Homemaking Education [MATCHE]--see CE 019 901-967.) Following the module objectives and overview, two units of instruction are presented: (1) career ladders and lattices in housing and interior furnishing (includes two lessons on career opportunities and employment opportunities), and (2) determining local job market opportunities and entry level skills (includes one lesson on surveying the local market). Each lesson generally includes a narrative summary, suggested activities, and suggested resources (readings). A module pre/posttest (with answer key) concludes the document. (Workshop proceedings relating to the development of these modules are available in the ERIC system as CE 019 896-899; also available is a module on utilizing FHA-HERO as an instructional strategy to expand and strengthen the home economics instructional programs [CE 019 900].) (JH)

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CONSUMER APPROACH STRAND:

HOUSING

MODULE II-B-1 OCCUPATIONAL OPPORTUNITIES RELATED TO HOUSING AND INTERIORS

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1978

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CE 019 936

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NATIONAL INSTITUTE OF EDUCATION

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MATCHE

Management Approach to Teaching Consumer and Homemaking Education

MATCHE is an individualized, competency-based preservice curriculum designed for home economics education students at the preprofessional, upper division level. MATCHE is a comprehensive curriculum based on selected objectives which give emphases in three areas: 1) consumer approach to homemaking education, 2) teaching home economics in economically depressed areas, and 3) establishing occupational programs related to home economics. The material for each subject matter area of home economics has been organized into these three strands, and includes an FHA-HERO emphasis. These subject matter areas are home economics education core, housing, foods and nutrition, textiles and clothing, human development, and management.

The MATCHE modules were written by subject matter specialists from various colleges and universities offering home economics and therefore each is unique in the approach used for the development of the objectives. The modules allow for differences in level of achievement, rate of learning, and learning goals. They may be used independently, combined into a sequential series, or as a random set of conceptual units. Any instructor using the material can easily adapt the material to a specific group of students, the locale, method of instruction, and available facilities. Learning may be facilitated by offering one module in conjunction with others.

As MATCHE is continuously up-dated by those using the curriculum, some concepts and objectives may be added and others deleted. The purpose is to continually strengthen the program for pre and inservice home economics teachers.

Guidelines for Use and Continuous Development of MATCHE are on file with Home Economics units in each of the fifty state departments of education plus all of the Home Economics Departments in California institutions offering home economics education. This booklet and proceedings from the four MATCHE workshops give background information concerning the purpose and development of the MATCHE project.

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The project was developed under a contract with the Bureau of Homemaking Education, California State Department of Education under the provisions of PL 90-576 and PL 94-482. However, the opinions expressed herein do not necessarily reflect the position or policy of the Bureau of Homemaking Education or the U. S. Office of Education, and no official endorsement should be inferred.

MATCHE PROJECT

1974-1978

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OCCUPATIONAL OPPORTUNITIES RELATED TO HOUSING AND INTERIORS

Module Objectives

The MATCHE student will be able to write a job description for a limited number of occupations related to housing and interiors, and will be acquainted with task analyses for jobs within related occupations, based on information obtained from an experienced employer, professionals in that occupation, and housing and career literature.

The MATCHE student will become familiar with career planning resources, placement libraries, and files of resources that can be used in HERO* programs.

The MATCHE student will be able to obtain as much actual work experience as possible in the housing-interior furnishings industry to meet the requirements for certification and State Plan standards. (If the MATCHE student desires to teach an occupational program in this area, this objective must be met.)

Note: Requirements for the proper credential should be studied.

Module Overview

Occupational opportunities in the area of housing and furnishings are varied, particularly at the entry level. Retail sales is one of the more obvious jobs. There are other opportunities which are available to persons with a home economics background in housing and interiors. Jobs in department stores and furniture stores often involve repair and care of upholstered furniture. Drapery departments or shops employ persons to help with measuring, cutting, and stitching panel lengths; making valances and cornices; or keeping track of the inventory of supplies and materials, shipping, and mailing. There are jobs which require skill in making accessories, such as pillows and bedspreads. There are entry-level opportunities for assisting skilled professionals in solving interior design problems--measuring for floor finishes, wall finishes and window treatments, and arrangements of displays. Advancement in some of these jobs can be achieved through experience. Many require additional education.

To assist you in meeting these requirements, this module has been divided into the following units.

Unit 1: Career Ladders and Lattices in Housing and Interior Furnishings

Unit 2: Determining Local Job Market Opportunities and Entry-Level Skills

*Home Economics Related Occupations

UNIT 1

CAREER LADDERS AND LATTICES IN HOUSING AND INTERIOR FURNISHINGS

Objective

The MATCHE student will be able to develop a list of occupations related to housing and home furnishings based on accepted career ladders and lattices and will be able to prepare a job description for each entry-level job which is identified for the occupational clusters.

Overview

Although the training you will provide your pupils with will concentrate on entry-level jobs and required skills, it is important that they learn about the career opportunities and chances for advancement that may stem from those entry-level jobs. This unit will help you gain the competency you will need to effectively motivate your pupils to consider occupational opportunities in housing and interiors as a meaningful and rewarding career.

Lesson 1: Career Opportunities in Housing and Interiors

Narrative Summary

The technique of seeking jobs, application, interview, and acceptance involves a tremendous amount of skill. All too often we rely only on our own experience, exposure, and recommendations of friends to provide our limited understanding of the job market. The first step in the completion of this module will be to spend a day at your university placement center. The suggested resources will be invaluable as key resources in career planning in general and housing and interior design in specific. The activities will provide you with a sampling of the seven major skills for getting the job your potential students may be seeking. Melvin Thompson's book, Why Should I Hire You?, lists the following steps to successful job hunting: (1) goals, (2) evaluation, (3) planning, (4) preparation, (5) interviews, (6) selection, (7) follow-up (Thompson:3).

Limited exposure to the world of work can be a major obstacle to teaching in a home economics occupational program. The purpose of

this lesson is to heighten your awareness of careers related to housing and interiors. The experiences are based on a variety of resources, each providing job descriptions, job analyses, and job requirements for entry-level positions and upward. After extensive research into the diversity of occupational opportunities available, it is anticipated that you will use the job-seeking tools in Lesson 2 to aid you in finding employment in a housing related area in gaining professional work experience.

All activities should be submitted to and discussed with your instructor.

Suggested Activities

1. Visit your university library with the list of suggested resources as a guide. Make a general resource card for each reference with the correct bibliographical heading and a summary of the format, topics, and use for each reference. General information needed will be a familiarity with the Dictionary of Occupational Titles. All occupations will be listed with a DOT number. The Dictionary of Occupational Titles contains 24,000 careers. Your first assignment is to use the Dictionary of Occupational Titles to develop a list of titles, number, and brief descriptions of occupations related to housing and furnishings that require less than a college education. These might be written on 5"x8" cards with DOT number career and job description, requirements and analysis noted, i.e., DOT #142--Interior Designer. (Your card file can be an excellent resource for teaching an occupational program.)

2. Consult the Professional Careers Kit, Largo, Florida, September 1972. Each occupation includes a career brief and related occupations. Note and expand additional occupations from Activity 1.

3. Consult the Encyclopedia of Careers and Vocational Guidance, 3d edition, Vol. II, "Careers and Occupations, The Occupational Outlook Handbook in Brief," 1976-1977, and the Occupational Guide by the California Department of Employment. Expand the 5"x8" card file and note additional related occupations and referral to other career guide sources.

4. Consult the Chronicle Occupational Library. This source includes 600 careers. 5"x8" resource cards may be expanded.

5. Read Career Ladders and Lattices in Home Economics and Related Areas: Possibilities for Upgrading Household Employment. Published by the American Home Economics Association.
   Refer to pages 86-91 in the Career Ladders and Lattices in Home Economics and Related Areas. Based on your previous resources, expand the existing chart using the same headings.

Level	DOT No.	Existing Titles	Proposed Titles	Work Descriptions	Minimum Qualifications
Top Entry					

Suggested Resources

American Home Economics Association. Career Ladders and Lattices in Home Economics and Related Areas. Second printing. Washington, D.C.: 1974.

Baehr, Maureen. The Job Book. Old Greenwich, Connecticut: Mind Designs, 1975. Job Strategy Book.

Bolles, Richard Nelson. What Color Is Your Parachute? Berkeley: Ten Speed Press, 1972.

Chronicle Occupational Library. Moravia, New York: Chronicle Guidance Publications, 1975.

Greco, Benedetto. How to Get the Job That's Right for You. Homewood, Illinois: Dow Jones-Irwin, 1975.

Hopke, William E., ed. Encyclopedia of Careers and Vocational Guidance, 3d ed., Vol. II, Careers and Occupations. Chicago: J.G. Ferguson Publishing Company, 1975.

Levine, Chester C. Occupational Outlook Handbook in Brief. 1976-77.

There is no progress check for this lesson. If you feel that you have adequately covered the material upon completion of the activities, proceed to Lesson 2.

Lesson 2: Employment Opportunities

Narrative Summary

Once you have identified positions available in the field of your choice, your next step is to present yourself and your qualifications to a prospective employer in a fashion most desirable. The purpose of this lesson is to put you in touch with a number of resources dealing with job application techniques and to help you and your future students display your qualifications with information directly relevant to the employer's criteria for his or her job objectives.

The narrative, activities, and resources in this unit are designed to provide you with an awareness of the references on job acquisition, job descriptions, job analysis, and requirements for entry-level through advancement in housing and interior positions.

All activities should be submitted to and discussed with your instructor.

Suggested Activities

1. Read Benedetto Greco's book, How to Get the Job That's Right for You, Chapter 8, "How To Write A Resumé Which Will Make an Employer Want You." Make note of the key points and skim additional sources in the suggested resources, which include a chapter on résumés.

2. Read Melvin Thompson, Why Should I Hire You? Complete the self-analysis exercises in the first two chapters. After you have identified your job preferences and assets and liabilities, write a job résumé for a career opportunity identified in Lesson 1.

3. Chester Levine's Occupational Outlook Handbook in Brief gives a summary of job opportunities. If the complete 1976 Handbook is available, it is suggested that you check the employment charts for housing-related positions. One must look at the numerous related fields, i.e., interior decorator, drapery consultant, wall-covering positions, all forms of commercial and residential retail sales, etc.

   Prepare a list based on your reading and selected interviews with professionals in related fields. The resource guide by the State of Florida, Home Furnishings, Equipment and Services, Unit 1, "Employment Opportunities," may be of assistance. It is suggested that you refine your initial list, grouping positions under major headings. The following is a brief example.

   Retail Sales
   floor coverings--tile, carpet, decorative rugs, sheet flooring
   window coverings
   window treatments--drapery, curtain
   accessories

   Wholesale Sales
   showroom assistant
   stockgirl
   customer service

   Design
   commercial interiors
   residential interiors
   kitchen planning
   landscape design
   remodeling

   Fabrication and Refinishings
   drapery fabricator
   upholsterer
   furniture restoration

   Housing and Interiors Journalism

   Housing Management

4. Shelter and the environment are areas needing qualified personnel from entry-level through management. Peruse the following sources for increased sensitivity and potential resources for expanding your occupational/career opportunity list.

   a. Career Education in the Environment. Olympus Research Corporation.
   b. Urban Career Guide. National Association of Housing and Redevelopment Officials.

5. Modify your résumé for application in the field of housing or the environment.

Suggested Resources

Department of Education, State of Florida, Home Furnishings, Equipment and Services. Tallahassee, Florida.

Greco, Benedetto. How to Get the Job That's Right for You. Homewood, Illinois: Dow Jones-Irwin, 1975.

Levine, Chester C. Occupational Outlook Handbook in Brief. 1976-77.

Lukowski, Susan, and Margaret Piton. Strategy and Tactics for Getting a Government Job. Washington, D.C.: Potomac Books, 1972.

National Association of Housing and Redevelopment Officials. Urban Career Guide. Washington, D.C.: NAHRO Publications, 1973.

Olympus Research Corporation. Career Education in the Environment. Washington, D.C.: U.S. Government Printing Office, #780-535.

Taylor, Phoebe. How to Succeed in the Business of Finding a Job. Chicago, Illinois: Nelson Hall Publishers, 1975.

Thompson, Melvin R. Why Should I Hire You? Venture Press, 1975.

Your résumé and career list will serve as the progress test for this unit. It is suggested that your class come together as a small group for sharing and student critique of these activities.

UNIT 2

DETERMINING LOCAL JOB MARKET OPPORTUNITIES AND ENTRY-LEVEL SKILLS

Objective

The MATCHE student will be able to determine five to ten locally available or potential job opportunities in housing and furnishings, and will be able to prepare a job profile for at least five of the job opportunities, stating the entry-level skill requirements, job description, and task analysis.

Overview

The ultimate goal of occupational training is gainful employment. It is important that occupational training is conducted for jobs that are available, and that the training provides the required skills for getting those jobs. This unit will help you demonstrate the competency you will need to conduct an occupational program that is both meaningful and effective in the area of housing and furnishings.

Lesson: A Survey of the Local Job Market

Narrative Summary

Your previous lessons have provided you with a picture of the national job market scene in the areas of housing and interiors. An analysis of your local job market is now essential. Your list of possible occupations will give you a broad basis for a local career opportunity survey. Exploration of numerous job scouting techniques will be the focus of this unit. Recognize that job availability changes daily. A profile of hiring patterns will give you an idea of the overall potential for employment within different businesses, labor unions, professional associations, state and federal agencies.

> Activities should be submitted to and discussed with the instructor.

Suggested Activities

1. Use your list of potential jobs from Activity 3, Lesson 2, to give you a guideline for potential employers. Check with your local Chamber of Commerce, Better Business Bureau and Department of Employment to obtain a list of major employers within your community or a limited portion of the community. Local professional organizations can also be of assistance, i.e., American

Society of Interior Designers, National Home Fashions League, National Association of Housing and Redevelopment Officials, Home Economists in Business, Apartment Association, Housing Authorities, etc.

a. Determine, if possible, potential job opportunities under each of your major chart headings.
b. Meet with an employer to determine entry-level skills, education, physical condition, and other necessary requirements of the position.
c. Based on your interviews and observation, prepare a job profile including job description and task analysis for one job opportunity stating the entry-level skill requirements. Note: It is most important to determine the job description and competencies needed for the position. Do not simply report the characteristics and manner of the individual currently holding the position.

2. Consult Robert V. Doyle's Your Career in Interior Design and AHEA's Career Ladders and Lattices. Study the organizational chart from Your Career in Interior Design by Robert V. Doyle p. 22 as one example of the numerous positions involved in running an Interiors Firm.
   a. Develop an organizational chart for a firm in your community.
   b. Make note of the entry-level positions, procedures and opportunities for advancement.

3. (Optional) Obtain a part-time job or observation internship with a variety of the firms. Discuss with your instructor.

Suggested Resources

Agencies and Associations:
Better Business Bureau
Small Business Association
Chamber of Commerce
ASID
NAHRO
National Home Fashions League
Department of Employment
American Home Economics Association

American Home Economics Association. Career Ladders and Lattices in Home Economics and Related Areas. Second printing. Washington, D.C.: 1974.

Doyle, Robert V. Your Career in Interior Design. New York: Simon Schuster, Julian Messner Division, 1969.

Taylor, Phoebe. How to Succeed in the Business of Finding a Job. Chicago, Illinois: Nelson Hall Publications, 1975.

There is no progress test for this unit. After a careful review of the activities and resources, proceed to the Posttest.

MODULE PRE/POSTTEST

Student_____

Occupational Opportunities Related to Housing and Interiors

Instructor_____

Date_____

Student:	This pre/posttest will assess your knowledge of the information presented in this module. You need study only those units that are prescribed on the basis of pretest results. It is suggested that you consult the narrative summary and resource list for each unit regardless of whether the unit activities are required.

1. What is a D.O.T. number? What is its purpose?

2. What is the significance of the USOE code number 090204?

3. List three major printed resources for finding listings of careers in housing and interiors.

   a.

   b.

   c.

4. What are the components of a personal assesement of one's own employment assets and a careful screening of the job?

5. What are the essential components and format of a good résumé?

6. List six classifications of housing and interior design related positions.

   a.

   b.

   c.

   d.

   e.

   f.

ANSWER KEY
MODULE PRE/POSTTEST

Occupational Opportunities Related to Housing and Interiors

Instructor:	Do not reproduce this page in students' booklets. You must retain it for grading and prescriptive purposes. Answers will vary with individuals. A preferred response might be similar to the answer presented.

1. Dictionary of Occupational Titles. Twenty-four thousand titles are listed according to headings. The numbers have importance as to education required, data, people, things for three last years.

2. Indicates occupations related to home economics have been defined by U.S. Office of Education and given a code number.

3. a. Dictionary of Occupational Titles
   b. Professional Careers Kit
   c. Encyclopedia of Careers and Vocational Guidance, 3d ed.
   d. Careers and Occupations
   e. The Occupational Outlook Handbook in Brief
   f. Occupational Guide
   g. Chronicle Occupational Library

4. (Taylor:5-6) Professional growth, responsibility, advancement opportunity, security, salary, benefits, recognition, prestige, hours, location. Analysis of strengths and limitations of the employee and the employment.

5. (Greco:Chapter 8) Short, concise, well-written, truly outstanding identification data, job objective, education, work experience--experiences and how carried out; extracurricular activities--military, references, interest. Other: foreign language ability, honors, grants, publications.

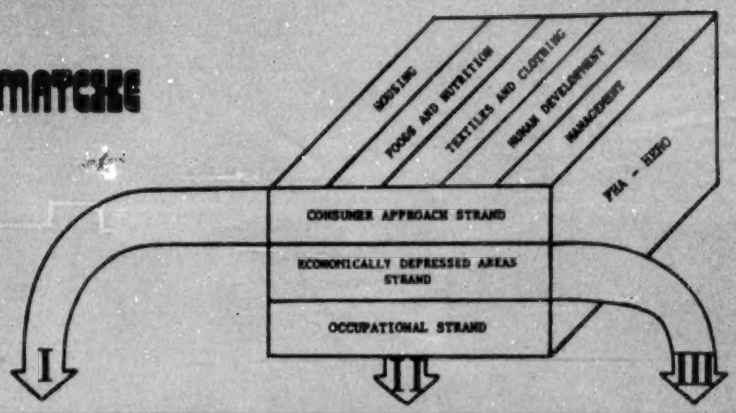
6. Retail Sales
   Residential
   Commercial

   Wholesale
   Stock
   Showrooms
   Order desks
   Complaint department

   Fabrication and restoration
   Consultation
   Design
   Display

   Instructor: Screen the list carefully to distinguish between a list of sales jobs or major classifications.

MATRIX



	I	II	III
A.	CORE: CONSUMER APPROACH TO HOMEMAKING EDUCATION 1 Life Styles and the Consumer 2 Community Consumer Resources 3 Consumer Rights and Responsibilities 4 Incorporating the Consumer Approach in Homemaking Classes	CORE: ESTABLISHING OCCUPATIONAL PROGRAMS 1 Analyzing Job Market Opportunities 2 Developing Occupational Programs 3 Implementing Occupational Programs 4 Evaluating Occupational Programs	CORE: TEACHING HOME ECONOMICS IN ECONOMICALLY DEPRESSED AREAS 1 Characteristics of Economically Depressed Areas 2 Life Style Characteristics of Economically Depressed Areas 3 Community Resources for Economically Depressed Areas 4 Developing and Implementing Programs for Economically Depressed Areas
	AREA (Module) PACKAGES	AREA (Module) PACKAGES	AREA (Module) PACKAGES
B.	HOUSING 1 Consumer Use of the Community 2 Procedures for Selecting a Community 3 Procedures for Selecting Housing 4 Shopping for a Home Loan 5 Procedures for Selecting Furnishings 6 Maintenance Procedures for Surfaces, Furniture, and Appliances	HOUSING 1 Occupational Opportunities Related to Housing and Interiors 2 Required Skills for Retail Sales of Furnishings and Related Household Items	HOUSING 1 Low Income Housing 2 Government Housing Programs 3 Low Income Furnishings
C.	FOODS AND NUTRITION 1 Technological, Sociological, Ecological, and Environmental Factors Related to Food 2 Regulatory Agencies Responsible for Wholesomeness and Quality of Foods 3 Consumer Aspects in Planning Meals 4 Cultural Food Patterns 5 Influences on Food Prices	FOODS AND NUTRITION 1 Occupational Opportunities Related Foods and Nutrition 2 Operations and Activities of a Food Service Operation 3 Managing a Food Service Operation	FOODS AND NUTRITION 1 Food Availability in Economically Depressed Areas 2 Low Income Food Patterns 3 Meal Management on a Low Income
D.	TEXTILES AND CLOTHING 1 Consumer Approach to Textiles and Clothing 2 Sociological, Psychological, and Economic Factors Affecting Clothing Selection 3 Clothing Needs of Individuals 4 Applications and Implications of New Technology in Textiles and Clothing	TEXTILES AND CLOTHING 1 Occupational Opportunities Related Textiles and Clothing 2 Assembly Line Garment Construction 3 Merchandising Textiles and Ready-To-Wear	TEXTILES AND CLOTHING 1 Clothing the Individual and Family 2 Utilizing Resources for Clothing and Textiles
E.	HUMAN DEVELOPMENT 1 Societal Changes Affecting the Family 2 The Relationship Between Spending Patterns and Interpersonal Relationships 3 Financial Pressures in Various Life Styles and Cycles 4 Individuals and Families in Crisis 5 Consumer Aspects of Parenthood	HUMAN DEVELOPMENT 1 Occupational Opportunities Related to Human Development 2 Children's Center Aide 3 Developing Programs for Preschool Children 4 Convalescent Home Aide	HUMAN DEVELOPMENT 1 Characteristics of Economically Depressed Area Families 2 The Child and the Economically Depressed Area Family 3 Resources for the Economically Depressed Area Family
F.	MANAGEMENT 1 Relationship Between National and Consumer Economics 2 Consumer Legislative Issues 3 Environmental Issues and the Consumer 4 Financial Management 5 Family and Individual Credit Management 6 Management View of the Multiple Role 7 The Metric System	MANAGEMENT 1 Occupational Opportunities Related to Home Management and Supporting Services 2 Occupational Preparation for Jobs Utilizing Housekeeping Skills	MANAGEMENT 1 Management Skills 2 Money Management 3 Marketing Practices in Relation to Low Income Clientele